

REQUEST FOR PROPOSALS (RFP 06-06)

Questions and Answers: (Updated on 6-23-06, starting with question 21.)

The questions and answers contained in this document reflect only those inquiries received, as of the date of posting. Future questions need to be submitted to kcaplinger@indot.in.gov, prior to the June 19, 2006, 12:00 Noon deadline. While INDOT continues to seek a cooperative relationship with proposers, this deadline must be honored to facilitate prompt responses.

1. The 06-06 RFP has some appraisal areas I'm interested in. In one of the prior RFPs I received statewide appraisal review selection. My question is; do I submit a LOI each time a new RFP comes out that has something I'm interested in and pre-qualified?

Response: Yes, a Letter of Interest (LoI) is required for **each** RFP item that you wish to be considered for selection.

2. In early 2006 our firm was selected as one of 21 firms for item 30, Statewide Right of Way Appraising Services, under RFP 05-05. The final selections were revised and approved on May 9, 2006. The above referenced RFP under item 67, Statewide Right of Way Appraising Services, calls for 6 contracts of a two year duration. What is INDOT's intention? Do the original 21 selected firms still have contracts? Is INDOT seeking an additional 6 firms? Can a firm have more than one contract?

Response: On RFP 05-02, a contract will be sent to the selected consultants for signature, once final approval of our new contract documents is received. On RFP 06-06, our division received requests to advertise all the contracts listed in this RFP and yes, there is a need for additional R/W Appraising contracts. Yes, a firm can have more than one contract. Your firm was selected for a contract on RFP 05-02 and you may be selected for contract(s) for RFP 06-06. If you wish to be considered for selection of an RFP 06-06 item, please submit the required documents by the deadline, as noted in the RFP notification.

3. According to the Letter of Interest Submittal Instructions as indicated on page 3 of RFP No. 06-06: "Firms interested in being considered for selection shall respond by sending one email for each item, along with the four (4) required attachments, as noted below." The RFP continues by identifying four separate Required Attachments as bulleted items.

Is it permissible to compile the requested bulleted point items into one PDF file that includes the information for each item arranged in sequence as identified by the bulleted items (77 total possible files received per firm) OR does INDOT really prefer to receive four separate files for each item submitted (308 total possible files received per firm)?

Response: We are asking all consultants to comply with the RFP request for four (4) attachments for each RFP item submittal. As our process evolves, this requirement may change.

4. Is it necessary to include a Current and Completed Projects Form and an Active and Pending Contract Balances Form for the sub-consultants included in our firm's submittal responses?

Response: NO

5. My company, along with others were selected to provide services under RFP 05-02 on March 14, 2006. The services we were selected for appear to be similar to those listed as Item Nos. 66, 67, and 71.

Response: Yes, there is a need for additional R/W contracts. (See answer to questions #2)

6. RFP0606 Item No 66 is for Statewide R/W Buying Services. We are on the selection list for RFP0502 for Statewide R/W Buying (and Southern Region, also). Do we need to respond to this RFP to be awarded a contract, or does the fact we are on the selection list for Statewide R/W Buying for the previous RFP mean that we do not need to respond?

Response: Yes, there is a need for additional R/W contracts. (See answer to questions #2)

Please note that the RFP "Response Due Date" has been extended to June 26, 2006.

7. We have always addressed our submittal letters to Jodi Williams in the past. This new RFP (06-06) is not specific regarding who we should address our LoI to. I know we should submit them in an email format to Contractsrfp@indot.in.gov. Should I send it with a salutation to you, Jodi, or no one in particular?

Response: Jodi is no longer involved in this phase of the RFP process and since the e-mail address Contractsrfp@indot.in.gov is for LoI submittals only, it is not necessary to address submittals to any one person.

8. On a couple of the Items it says "A project scope location map is available on the scope of services website." I have looked and am not sure what it is talking about - can you help?

Response: We have received a few questions concerning RFP 06-06 requirements, along with questions similar to yours. We will be providing two linked files to RFP 06-06 soon. One will provide a listing of "Questions and Answers" pertinent to this RFP and the other will provide access to the available engineer's reports, maps, etc. Please note that the RFP "Response Due Date" has been revised to June 26, 2006.

9. I am requesting information regarding Item No. 51 on RFP 06-06. It indicates that the project scope location map is available on the scope of services website. I am having problems finding that link. Could you direct me to its location.

Response: (See answer to #8)

10. I'm hoping that you can tell me where to look for this. The second-to-last sentence in the work description says, "A project scope location map is available on the scope of services website." Where is the Scope of Services website? I don't find it immediately as I'm looking on the INDOT site.

Response: (See answer to #8)

11. Is the score sheet used to evaluate consultants available to the consultants before they submit their proposals? I understand from the information on the website that the completed score sheets will be posted on the Contract Administration website.

Response: No, the score sheets will not be available until after the contract is "approved by the Office of the Indiana Attorney General". Also, we are in the process of preparing a listing of pertinent RFP "Questions and Answers", that will be posted on the web under RFP 06-06. An electronic message will be sent when that linked file is available.

12. I could not find a Pre-Qualification Category for subsurface utility engineering with INDOT. Our teaming partner states even though there is not a SUE prequal, we need to be pre-qualified 30 days in advance under Part 2 and Part 3. Is this the case? If so, I'm requesting a waiver from the 30 day rule. May we provide you all the required data before the LOI submission date and still be eligible for selection?

Response: The SUE item is listed as a prequalification "specialty" item. The prequalification staff or the Department's website will be your best source of information concerning prequalification procedures and timelines. The RFP response due date is June 26, 2006 and "To be eligible for selection consideration, prime consultants and sub-consultants must be prequalified". There will be no exceptions to this requirement.

13. Are the additional forms required (AAC, CCP, and APB) if we are not qualified as a MBE or WBE and do not have any current project or contracts with the State?

Response: Yes, all required attachments need to be submitted with each RFP item. If the "Current and Completed Projects" Form (CCP) or the "Active and Pending Balances" Form (APB) form does not apply to your firm, please submit the form(s) and indicate the reason that information is not being supplied. The "Affirmative Action Certificate" (AAC) is only required if the RFP item you are submitting has a DBE Goal.

14. My firm received the attached Request for Statement of Qualifications from the City of Crown Point yesterday (Thursday, 6/8/06). The Request from the City appears to be the same project that is included as Central Office - Item No. 50 on the current INDOT RFP No. 06-06. What should our firm respond to in order to be considered for this project?

Response: INDOT has pulled Item No. 50 from RFP 06-06. You should contact the City of Crown Point regarding their RSQ.

15. On this form should we list the projects that are current and completed that apply only to the Item Category? In other words, Item #1 of the RFP is for Bridge Project Development Services. Should we just list current and completed bridge projects that apply to the Project Manager we assign for Item #1? Or, under Item #1 for Bridge Development Services there is a prequalification category of 6.1 for Topographical Survey Data Collection. Do I need to list the current and completed projects for our survey department also? Should I also list current/pending INDOT jobs that will be listed on the Contract Balances form?

Response: Current and Completed Project Form: This form should contain all current and completed projects that meet the following criteria: a) Are similar to the RFP Item category AND b) Are/were assigned to the same staff, which will be assigned to this new RFP item. The main focus of this form is to provide information which is similar to the RFP item category, but if you want to include the survey projects, that will also be acceptable. Only include the current/pending jobs, from the Contract Balances Form, that are similar to the RFP item category.

16. We had previously submitted documentation to the Prequalification Engineer to get prequalified for Tasks 6.1 & 11.1. He informed us that he would like us to have at least two individuals from the Indianapolis office that had experience with these tasks before giving us our certification. He in turn mentioned that all we needed to do was submit an addendum to our original paperwork to get the process going. It took us a while to get the right individual but we recently hired a new employee to assist us with the right-of-way engineering and surveying tasks. He was instrumental, along with the other employee in getting their firm prequalified in these tasks. In speaking to the Prequalification Engineer's staff member and knowing the number of requests the person has to handle everyday we were concerned that we would not get prequalified prior to the submittal of RFP 6-06. Our question is, since both these employees were previously qualified for these tasks can we still submit for the two items (6.1 & 11.1) pending acceptance of our qualifications by INDOT? Or will we be penalized/need to seek a sub for these services at this time?

Response: INDOT's prequalification procedures prequalify the firm for a particular work group and not the individuals. To be eligible for selection consideration for RFP 06-06, all prime consultants and sub consultants must be prequalified. A prime consultant need not be prequalified itself for each discipline listed in the prequalification requirements provided that at least one sub consultant be prequalified in each discipline and provided further that the Letter of Interest (LOI) and the contract procured shall only contemplate or permit an entity to perform work for which it has been prequalified.

17. My question is what is the funding source for items 49 thru 54? Specifically, is Federal money involved in these projects?

Response: Yes, there are Federal funds involved.

18. Is only our firm required to complete the Active and Pending Contract Balances, Current and Completed Projects and Affirmative Action forms, or do sub-consultants also need to complete these forms?

Response: Prime should do for both.

Our firm has no Active and Pending Contracts with InDot - do we still submit a form and leave the Contract Balances portions blank?

Response: Yes, just note the reason for not providing the requested information.

Is there a file size limit for incoming e-mails?

Please refer to page 4 of the RFP, Section A.2.

19. We have been trying to get the Engineer's Report, studies, or maps for the following advertised items: Item 49 – New Interchange on I-64; Item 50 – New Interchange on I-65 at Crown Point; Item 51 – New Road - SR 250 in Jefferson County; Item 54 – Interchange Modification on I-65 at SR 28. According to the RFP these items were available on-line, but they cannot be found. There is no contact person listed in the RFP. We need this information to complete the required elements in the RFP. Could you please provide us a name and phone number of a person in Contract Administration that we can contact to get this information? We have contacted the Project Manager about Item 52 – Interchange Modification on I-64 at SR 62/SR 64. He stated that the Engineer's Report for this project was not completed and there might be additional changes to the scope. For us to respond to the RFP, we need any information (Engineer's Report, studies, or maps) that INDOT can provide us about this project. Could you please provide us a name and phone number of a person that we can contact to get this information?

Response: Update: All available reference documents are on the web, with the exception of Item 49. Those documents will be available on a CD, upon request. Please contact kcaplinger@indot.in.gov The "Questions and Answers" should be available on the web soon and an electronic notification will be sent as soon as they're posted.

20. On the "Current and Completed Projects" form, does the consultant have to list all the personnel associated with the contracts to be listed, or only the "key" person for that contract?

Response: Only the key personnel that would also be working on contract assignments associates with this RFP item.

21. We have some questions regarding RFP 06-06 Items 53 and 54: Item 53. The deliverables dates are out of sequence. What are the correct dates? Items 53 and 54 - The schedules appear very aggressive - is there any flexibility and what is the anticipated Notice to Proceed date for the consultant to get started?

Response: The correct dates for deliverables are:

Item No. 52. Interchange Modification Project Development on I-64 @ SR 62 & SR 64

Deliverables:	Date
2. Plans 60% completed	3/15/2008
3. Environmental Document approved	6/15/2008

Item No. 53. Interchange Modification Project Development on I-69 @ US 20

Deliverables:	Date
2. Plans 60% completed	3/15/2008
3. Environmental Document approved	6/15/2008

Item No. 54. Interchange Modification Project Development on I-65 @ SR 28

Deliverable dates are correct.

We are not aware of any flexibility in the deliverable dates. INDOT will attempt to select consultants, develop contracts and issue notices to proceed as soon as possible. We are continuously improving our consultant selection and contract development. process. At present, we are unable to project the notice to proceed dates.

22. I interpreted questions #4 and #18 as the same question, but the responses were different.

Response: The Prime consultant should be the firm submitting the LoI. If your firm is submitting these forms and you are a prime or sub-consultant on an INDOT project, please include your information on these forms.

23. Is professional liability insurance required for consultants?

Response: Yes, proof of professional liability insurance is required for all consultants, irrespective of their work type.

24. Items 7 and 23 - Will these Landscape Architectural Services be selected solely by the Districts, without approvals from Central Office? The answer will help us select the most appropriate current and completed projects list and will help us construct the best Project Approach.

Response: No. All consultants will be selected according to INDOT's Consultant Selection Procedures. All LoIs will be evaluated and scored by the owner offices (District or Central Office). The Central Office Selection Review Committee will review the scoring and ranking and make recommendations for selection to the Commissioner for approval.

Items 49 - 54, and Item 76 - We note that there has not been any mention or consideration for CCS (Context Sensitive Solutions) Services for these items. Are there any specific CSS requirements and should they be addressed in the Project Approaches?

Response: No additional information is available, except for what is advertised.

25. On Item Number 49 it doesn't specify what road the Interchange is on, so we were wondering if there was a way to give us that information. Also, on SR 250, we wondered about what route it would be on.

Response: The website now has linked files to Items 26, 49-54, with additional information. Note, the reference documents for Item 49 are available on CD, by contacting dschilling@indot.in.gov.

26. Can you tell me if INDOT will require the Project Forms and the Contract Balance Forms for any subconsultants we may be using?

Response: (Please refer to #22)

27. INDOT sent out an email this morning stating that Questions & Answers regarding RFP 06-06 had been posted to the website; however, the link ("RFP 06-06 Questions and Answers") actually provides a PDF of Q&A for RFP 06-05. Will a Q&A for 06-06 be forthcoming?

Response: Click on "RFPs Currently Advertised". Then scroll down under RFP 06-06 and you'll find the pertinent Q&A.

28. The "Type of Work" section in Item 76 indicates in the first sentence that the scope of work includes "designing the replacement of two (2) interstate Welcome Centers and six (6) interstate Rest Areas," including "building design, . . . drinking water design, waste water design, . . ." The subsequent project scope location information indicates only modifications to truck parking facilities, which would not necessitate certain of the services listed in the previous sentence.

The question I have is: Is the scope of the work going to involve the substantial replacement of the welcome centers and rest areas, including building design and related utilities, such as potable water and wastewater service, or is the scope simply the modifications to the truck parking facilities?

Response: This RFP includes the scope of the work will involve the substantial replacement of the welcome centers with possible land acquisition and the rest areas without necessarily buying more land, including building design and related utilities, such as potable water and wastewater service. The Rest Areas will be reconfigured to accommodate more truck parking and less auto parking on existing property if possible.

29. I was wondering what order the LOI's need to be in. I am assuming I need to follow the steps in Item B - Letter of Interest Content on page 5.

Response: Please follow the order as instructed in RFP 06-06, as noted below.

“Requirements for Letters of Interest:

A. General Instructions for Preparing and Submitting a Letter of Interest

1. Provide the information requested in the LoI Content (Item B...), in the same order listed, signed by an officer of the firm...”

30. We are intending to submit our qualifications on a number of items in this bulletin. We observed a date change on the RFP submittals. The original deadline was June 19, 2006. The latest review of the website information is June 26, 2006. We would just like to verify that the 26th is the revised new deadline date.

Response: “All Letters of Interest must be received no later than 4:00 pm, Indianapolis time, on June 26, 2006, to be considered. A reply confirmation of receipt will be returned for each email submitted. When completed, selections will be announced through the Department’s Website .”

31. The instructions for the LOI submittal indicates “send one email for each item, along with the 4 required attachments”. In response to the 2005 bulletin under the new INDOT format, our firm submitted one email but with all required information in one document (meaning one attachment). Is this allowable or must you receive 4 SEPARATE attachments?

Response: (See answer to #3)

32. Our firm is in the process of submitting for the 0606 RFP's and I wanted to confirm that the date deadline date has changed to June 26th instead of June 19th? Please confirm

Response: (See answer to #30)

33. We have some questions regarding RFP 06-06 Items 53 and 54: Item 53. The deliverables dates are out of sequence. What are the correct dates?
Items 53 and 54 - The schedules appear very aggressive - is there any flexibility and what is the anticipated Notice to Proceed date for the consultant to get started?

Response: The correct dates for deliverables are:

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Deliverables:	Date
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3. Environmental Document approved	6/15/2008

Item No. 54. Interchange Modification Project Development on I-65 @ SR 28: Deliverable dates are correct.

I am not aware of any flexibility in the deliverable dates. INDOT will attempt to select consultants, develop contracts and issue notices to proceed as soon as possible. We are continuously improving our consultant selection and contract development. process. At present, I am unable to project the notice to proceed dates.

34. Please clarify your response to Question No. 12 on the online Q&A document. When I search the current (i.e., today) list of prequalified consultants, I find no firms prequalified to perform subsurface utility engineering (SUE), whether in work category 15.1 (specialty not listed) or elsewhere. How should I

respond to the SUE needs of Item Nos. 49, 51 and 54? I had planned to include a firm on our team who is certainly qualified to perform SUE and who does so for a state DOT bordering Indiana.

Response: At this time, one consultant has been prequalified. The Prequalification website will soon be updated with the new information.

35. As of today's date, I cannot find a prequalified consulting firm that provide utility coordination (Items 49, 51 – 54) or subsurface utility engineering (Items 49, 51 & 54).

Response: (See answer to #34)

36. I was wondering if you would know the contact information for people who would be able to answer questions of a technical and scope nature for the following items on the 0606 RFP:

LaPorte District:

Item No. 26: I-94 bridge replacement

Item No. 27: Bridge Project Development Services

Item No. 30: Small Structure Replacement Project Development Services Vincennes District: Item No. 40. Bridge Project Development Services

It is our understanding that questions of a scope and technical nature regarding items in the current RFP are permissible contact with INDOT.

Response: Item 26: All available information is posted on the web under "Reference Documents" for RFP 06-06.

Items 27, 30 & 40: These are not project-specific projects and the only information available is noted in the advertised RFP.

Please submit your LoI based on the information already available.

37. I'm going to submit my prequalification packet and I think I will also submit my LOI for one of the RFPs items as well, in hopes that I get prequalified before the review of the LOIs.

Response: Sending a LoI submittal in without being prequalified is done at your discretion. However, as advertised in RFP 06-06, only prequalified firms will be considered for selection.

38. I didn't see an email size restriction for responses to this request in the RFP. Can you tell me if there is one and what it is?

Response: For the LoI itself, please refer to "Requirements for Letters of Interest", starting on page 4. The size of the e-mail will be determined by the combination of the LoI and the required attachments, and will not be a uniform size from consultant to consultant. (It depends upon the amount of data being supplied on the required forms.)

39. The current RFP indicates we can find maps of the projects on the "Scope of Services" website. Someone mentioned your office would have this information.

Response: On our website under "RFPs Currently Advertised", there is a linked file for the project-specific items entitled "RFP 06-06 Referenced Documents". All available documents are listed, with the exception of Item 49. Those documents are available on a CD, upon request. Contact dschilling@indot.in.gov for a CD.

40. I am trying to compile the information for this RFP. I was able to download forms:

Affirmative Action Certification

Current and Completed Projects

But I can't find Active and Pending Contract Balances

Response: The “Active and Pending Contract Balances Form” is on the website under “RFPs Currently Advertised”. It’s listed directly above the “Current and Completed Projects” Form.

41. Can the first page of the LOI be a brief signed cover letter type page?

Response: Yes, but this will count as one page of the LoI submittal. Please refer to the RFP 06-06 LoI requirements below:

“LoIs shall be limited to a total of twelve (12) 8½” x 11” pages. Ten (10) pages for Identification and Qualifications and two (2) pages for the combined Key Staff and Project Approach, unless otherwise noted in the Project Description. The Affirmative Action Certification, Current and Completed Projects form and Active and Pending Contract Balances form do not count toward the total.”

Or should the first two items of the LOI be the firm name etc and sub-consultant information?

Response: Please refer to RFP 06-06 “Requirements for Letters of Interest”, starting on page 4, for the requirements and order.

42. I can't find two forms on the website: 1) Current and Completed Projects form, 2) Active and Pending Contract Balances form.

Response: They are on the web under “RFPs Currently Advertised”, then under RFP 06-06 [Revised 06-19-06]

43. I have a couple of questions, the first is in reference to the AAC form. In the space after the Request for Proposals Bulletin at the top of the page, is that where we insert the 06-06, and since we will be submitting for more than one item, in the Project line, is that where we list what item number?

Response: Yes, the “Request for Proposals Bulletin” is 06-06, and the “Project” is the pertinent RFP item number that you are submitting.

My second question is for the Current and Completed Projects Form - is that only INDOT jobs or can that include other highway projects?

Response: INDOT Projects

44. We are using a subconsultant that is both a DBE and a WBE. Do we have to submit both the DBE and WBE/MBE forms?

Response: No. If a RFP item has a DBE goal, then submit the DBE information.

Also, if the Item description states that the DBE Goal is 5%, does an MBE participation of 5% meet this goal?

Response: No.

45. Our firm is a certified MBE. Is our firm required to meet or exceed the DBE goals listed in the INDOT RFP even though we are already certified as a DBE?

Response: The sub consultant is required to meet the DBE goal for a RFP item.

46. With regards to active and pending contract balances, I am assuming this does not include LPA and TEA projects.

Response: Please list INDOT projects.